

PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE

1 of 3

This Schedule Supersedes C-617 & C-724

DEPT/AGY D.E.R. DIVISION Permits & Review SUBDIVISION _____

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
	<p>CORRESPONDENCE: Memos, letters, reports, monthly reports, complaints, Personnel documents and other documents relating to the operation (Includes violations and temporary use and occupancy permits).</p>	Retain for two years in original format in the administrative offices or a computer imaging storage system if desired. Then destroy.	Administrative office files.
	<p>FIELD COPIES OF PERMITS: Working copy of the permit; gives the date of the inspection and other notations by the inspector. This is considered the record copy. Code waivers, certifications and technical reports are to be included.</p>	Retain in Administrative office until finalized. Transfer closed permits to records center for five years or retain in administrative office for five years in a computer imaging storage system if desired. Then destroy.	Administrative office files and/or records center.

SUBMITTING:
OFFICIAL

[Signature]
Name/Title

7/29/96
Signature/Date

SUPERCEDES DOCUMENT

Dated: 2/3/98
C-617
and C-724
11/30/93

REVIEWING:
OFFICIAL

Karen O'Neil
Name/Title

[Signature]
Signature/Date

APPROVAL:

OFFICIAL

SEP 4 1996
Name/Title

[Signature]
Signature/Date

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*Mandatory items on all Prince George's County Government Retention Schedules.

P.G. # _____

M.D. # C-759PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE

2 of 3

DEPT/AGY _____ D.E.R. _____ DIVISION Permits & Review SUBDIVISION _____

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
	PLANS: A.) New Buildings and commercial additions (CGU and RGU only), fire sprinkler, fire alarm and damage reports.	A.) Retain for five years after approval by engineer at the records center or at the administrative offices in a computer imaging storage system if desired. Then destroy.	Administrative office files and/or records center.
	B.) Grading, site, landscaping and sediment & erosion control.	B.) Retain for five years after approval by engineer, three years at the administrative offices, then two years at the records center or for five years at the administrative offices in a computer imaging storage system if desired. Then destroy.	Administrative office files and/or records center.

